**University of Taipei**

**Guidelines Governing the Invitation of Scholars from Overseas to Visit, Teach, and Conduct Research**

Passed at the Second Meeting of the Executive Council on September 10, 2013

Passed at the Fourth Meeting of the Executive Council on January 10, 2017

1. University of Taipei Guidelines Governing the Invitation of Scholars from Overseas to Visit, Teach, and Conduct Research (“the Guidelines”) were formulated in order to promote academic exchange between the University and partner institutions, other universities, and research organizations, and to invite scholars to visit, teach, and conduct research at the University on a short-term basis.
2. In principle, a scholar invited to the University should hold the position of assistant professor or above within their academic program or hold an equivalent position.
3. Based on need, Colleges, Departments, and Graduate Institutes may invite scholars to visit, teach, and conduct research at the University. An invitation must first be approved at a meeting of the Department, Graduate Institute, or Center, and then submitted to the College Dean and President for approval.
4. The length of a scholar’s visit will be determined by the needs of the research project involved. In principle, a visit should not exceed one year. During the visit, the scholar must teach, lecture, exhibit, perform, or assist with academic research and discussions.
5. The College, Department, or Graduate Institute applying to make the invitation must submit the following documents to the Office of International Affairs:
6. Hiring proposal;
7. A copy or photocopy of the academic credentials or unique professional achievements of the scholar;
8. One copy of the scholar’s complete publications;
9. Recommendation letter from the director of the scholar’s academic or research organization;
10. Photocopies of any supporting documents (e.g. teaching/research proposal, list of representative publications from the past five years related to teaching or research).
11. The scholar will be issued an invitation letter and certificate from the President.
12. The program inviting the scholar must raise funds or apply for funds from the University or an external source to cover related expenses during the scholar’s visit.
13. These Guidelines were passed by the Executive Council and implemented after the approval of the President.

臺北市立大學邀請境外學者訪問、教學與研究申請表

**University of Taipei**

**Invitation of Scholar from Overseas to Visit, Teach, and Conduct Research**

**Application Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 申請單位  Program Applying |  | 申請事項  Category | □邀請境外學者至本校訪問  Visit  □邀請境外學者至本校授課  Teaching  □邀請境外學者研究  Research  □其他：  Other | | |
| 來臺期間  Dates of Visit  (YYYY/MM/DD) | 自 年 月 日起  至 年 月 日止  From:\_\_\_\_\_\_\_\_\_\_\_  To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 受邀學者姓名  Name of Scholar |  | 職稱  Position | |  | |
| 身分證字號  或護照號碼  National ID or Passport No. |  | 出生日期  Birth Date  (YYYY/MM/DD) | | 年 月 日 | |
| 最高學歷  Highest Degree |  | 國籍  Nationality | |  | |
| 現任職機關  及職務  Current employer and position/duties |  | | | | |
| 受邀學者背景  及職務  Academic background and expertise | 1.  是 □否 □ 與本校簽訂學術交流合約書之學術機構學者專家  Is the scholar employed by an academic institution which has signed a collaborative agreement with the University?  □ Yes □ No  2.□主動邀請訪問學者來校，或□對方主動提出來校擔任訪問學者。  □ UoT proposed the invitation  □ The scholar or their institution proposed the invitation | | | | |
| 主要經歷  Principal Experience |  | | | | |
| 檢附資料  Supporting Documents | □申請表。  Application Form  □延聘單位延聘計畫書。  Hiring proposal  □學經歷證明檔或特殊專業造詣證明影本。  A copy or photocopy of the academic credentials or unique professional achievements of the scholar  □歷年著作目錄乙份。  One copy of the scholar’s complete publications  □所屬學術研究機構首長推薦書。  Recommendation letter from the director of the scholar’s academic or research organization  □其他有助審查之資料等文件影本(如教學或研究計畫書、最近5年內與講學或研究相關之代表性著作)。  Photocopies of any supporting documents (e.g. teaching/research proposal, list of representative publications from the past five years related to teaching or research). | | | | |
| 邀請單位  推薦說明  Program’s reasons for offering the invitation |  | | | | |
| 所需經費(元)及經費來源  Required Funds (in New Taiwan dollars)/ Source of Funds |  | | | | |
| 系、所、中心會議審議  Details of review meeting held by Department/ Graduate Institute/ Center | 經 年 月 日本系、所、中心會議審議結果如下：  Date of Meeting:  Decision: | 所屬系、所、中心主管核章  Director’s Signature | | |  |
| 國際事務處  意見  Office of International Affairs |  | 教務處  意見  Office of Academic Affairs | | |  |
| 人事室  意見  Office of Human Resources |  | 會計室  意見  Office of Accounting | | |  |
| 校長  核定  Approval of  President |  | | | | |